

SECURITY SYSTEM SERVICES

Statement of Work (SOW)

May 24, 2005

I. SCOPE AND MISSION

This scope of work describes the requirements for Security System Services for the National Nuclear Security Administration Nevada Site Office (NNSA/NSO). The mission of the Security System Services contractor is to perform Vulnerability Assessments, support Operational Security Assessments, perform physical fitness training, support the NSO classification program and provide ad-hoc security support as needed. These services also include, but are not limited to, the preparation review of the NNSA/NSO Site Safeguards and Security Plan and Security Classification support.

II. WORK TO BE PERFORMED

1. VULNERABILITY ASSESSMENTS (VA)

VAs shall be performed by the Contractor's Q-cleared, Subject Matter Experts in the areas of vulnerability analysis and facility modeling. The Contractor shall perform, conduct and prepare the reports of facility modeling and VAs; conduct Table-top analyses and prepare reports of those activities; and develop force-on-force plans and scenarios for protective force operations at key NSO facilities. In addition, the Contractor shall identify critical system components to be performance tested.

2. OPERATIONAL SECURITY (OPSEC)

a. The Contractor shall provide all OPSEC functions for the NNSA/NSO, perform OPSEC assessments and other assigned OPSEC functions of various NNSA/NSO or other Department of Energy (DOE) or NNSA facilities or operations. The Contractor shall prepare and distribute reports of those activities. OPSEC assessments shall be performed by Q-cleared, Subject Matter Experts in the area of OPSEC. The Contractor shall also:

1. Provide OPSEC support for NSO operations, DOE, and NNSA HQ OPSEC program requirements throughout the DOE/NNSA complex.
2. Provide Operations Security vulnerability planning and conduct Vulnerability Assessments, as required, to develop site-specific threat statements in accordance with applicable requirements.
3. Assist in the research and validation necessary to modify and publish such documents as the NSO OPSEC Strategic Plan, OPSEC Statements of Threat (classified

and unclassified), OPSEC Assessment Procedural Guide, OPSEC Employee Guide, annual OPSEC Program Activities report to HQ DOE, and other non-recurring education and awareness publications.

4. Conduct OPSEC assessments, reviews, and support Nuclear Emergency Support Team (NEST) deployments; administer the OPSEC Program for all NSO Management and Operating (M&O) Contractor locations; develop and promulgate required plans, annexes, and implementation guidance; develop and assist in implementing cost-effective countermeasures and educate employees on sound OPSEC practices; develop and disseminate periodic, credible cross-feed information on new or anecdotal events to enhance program credibility.

3. NNSA/NSO SITE SAFEGUARDS AND SECURITY PLAN (SSSP)

The Contractor shall support the NNSA/NSO Safeguards and Security Division (SSD) in the preparation and annual review of Volumes 1 and 2 of the NNSA SSSP. Q-cleared Contractor personnel shall draft the document and coordinate with SSD staff for review, comment resolution, and editing of the document in preparation for formal submission of the final product to NNSA Headquarters.

4. SECURITY CLASSIFICATION ADMINISTRATIVE SUPPORT

The Contractor shall provide Q-cleared personnel to research, develop, draft and prepare local classification guides per year as required by NSO programmatic offices. Using data supplied by the NSO Classification Officer, they will prepare the quarterly NSO classification report to HQ. This report will encompass classification guidance provided for NSO operations, education and training statistics, document review and declassification statistics, local guide status and NSO pending classification issues.

5. PHYSICAL FITNESS TRAINING

The Contractor shall maintain a Physical Fitness Training Unit (PFTU) that is responsible for the physical fitness training and testing of the armed security police officer (SPO) protective force personnel. The Contractor shall provide qualified fitness specialists to staff the PFTU at the NTS and North Las Vegas Facility. At a minimum these specialists shall meet the physical fitness requirements of 10 CFR 1046. Physical Fitness specialists will supervise training and testing; record training data and maintain training records; develop individual exercise programs; conduct fitness evaluations; provide fitness counseling/instruction; conduct safety inspections; and pace SPOs during their annual qualifications. The contractor shall also provide physical fitness training and observation and monitoring for the NSO M&O contractor emergency services personnel.

6. CLASSIFIED MATTER STAFFING AND ADMINISTRATIVE SUPPORT

The Contractor shall provide Q-cleared personnel to staff and maintain the Classified Matter Control Center (CMCC) vault-type room. They will provide staff assistance and administration oversight of all classified matter custodians in M&O contractor facilities; maintain an accurate database of the classified documents and materials stored within the CMCC; and operate the CMCC as the designated classified mailing center for all NSO M&O contractor addresses.

The contractor shall also provide Classified Matter Protection and Control (CMPC) Custodian training for all NNSA/NSO federal and contractor employees for all classified matter custodians.

7. PASS AND BADGING

a. The Contractor shall operate a pass and badging system at two facilities--one located at the NTS and the other at the NSO facility in North Las Vegas. Responsibilities include the design, preparation, issue, and control of permanent and temporary badges for all federal and contractor employees and visitors. The Contractor shall also process and control official and nonofficial visits and tours; and track all new NSO M&O contractor hires, transferees, clearance grants, upgrades/downgrades, and terminations based on information provided by the NSO M&O contractor.

b. The Contractor shall be responsible for maintaining and updating the Automated Access Control System (AACS) database. The AACS is an electronic security system which allows automated access to some NSO facilities by use of an employee's access badge. Both NSO federal employees and all contractors' access authorization to facilities must be maintained and updated as employees access requirements change or are recently hired, terminated, transfer, or retire. This includes reviewing security files of foreign nationals visiting the NTS and entering the data into the Foreign Access Central Tracking System (FACTS) database. FACTS is a database for tracking foreign national visits and assignments to DOE or NNSA facilities. The Contractor shall process Foreign National Visit Requests and prepare associated Security Plans; and coordinate and perform administrative tasks associated with in-coming classified visits by non-DOE cleared visitors and DOE-cleared visitors traveling to non-DOE destinations who require access to another agency's classified matter.

8. OTHER SECURITY SUPPORT.

a. The Contractor shall develop, publish and maintain an Intranet Web Site that provides a comprehensive set of security policies and procedures for M&O contractor employees. This web site shall be maintained to ensure that it contains the current approved record copy of M&O contractor security procedures. This web site shall be

accessible from all M&O contractor work locations where NSO Intranet access is available.

b. The Contractor shall be responsible for providing security briefings to federal and contractor employees, including initial, annual, termination and special briefings. Contractor personnel shall prepare security education and awareness media to serve NNSA employees at locations throughout Las Vegas, the NTS, and at other NSO locations outside of Nevada.

c. The Contractor shall maintain and update security education and training records to ensure briefings are recorded on each employees "Individual Training History Report."

d. Perform Safeguards Security Professional Training Program for NNSA/NSO and its contractors except for Protective Force personnel.

III. REGULATORY REQUIREMENTS

In performance of the above work, the Contractor shall ensure that all applicable regulations and policies associated with protecting classified, sensitive, and privileged information for NNSA/NSO are adhered to. All contract work shall be performed in accordance with Federal, State, DOE, and NNSA directives, regulations, and policies concerning Environmental, Safety, Health, and Security requirements.

IV. DELIVERABLES

Deliverables required under this contract include written reports for all SSSPs, VAs, OPSEC assessments, and self-assessments.